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WAR DEPARTMENT



TECHNICAL MANUAL



ARMY MEDICAL SUPPLY DEPOT

November 6, 1942

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No. 8-245 }

WAR DEPARTMENT,
WASHINGTON, November 6, 1942.

ARMY MEDICAL SUPPLY DEPOT

SECTION I. General.	Paragraph
Purpose.....	1
Scope.....	2
Definitions.....	3
II. Organization and equipment.	
General.....	4
Depot headquarters detachment.....	5
Base platoon.....	6
Advanced depot platoon.....	7
Equipment.....	8
III. Personnel.	
Officers, duties and qualifications.....	9
Enlisted men, duties and training qualifications.....	10
IV. Employment and operations.	
General.....	11
Base depots.....	12
Auxiliary (section) depots.....	13
Supply activities.....	14
Movement.....	15
Warehousing.....	16
	Page
APPENDIX I. Functional chart (T/O 8-661).....	11
II. Suggested subjects to be included in officers' training.....	12

SECTION I

GENERAL

	Paragraph
Purpose.....	1
Scope.....	2
Definitions.....	3

1. Purpose.—This manual is intended as a guide for Medical Department personnel in the establishment and operation of a medical supply depot, army.

2. Scope.—Organization, employment, and training standards together with suggested subjects for inclusion in an officers' training program are presented. Details of administration and warehousing do not fall within the scope of this manual.

3. Definitions.—The term "army medical supply depot" applies both to the medical supply unit and the installations which it establishes. To avoid confusion the establishing agency is designated "unit" or "medical supply unit," and its installations "depot(s)" or "medical supply depot(s)."

SECTION II

ORGANIZATION AND EQUIPMENT

	Paragraph
General.....	4
Depot headquarters detachment.....	5
Base platoon.....	6
Advanced depot platoon.....	7
Equipment	8

4. General.—*a.* The medical supply unit (depot) is an organic part of a field army. The army commander is responsible for its general organization and operation. In general the medical supply unit has as its chief functions—

(1) Its own internal administration and that of its installation, which is carried out by the depot headquarters detachment.

(2) Procurement, storage, and issue of medical supplies (including dental and veterinary supplies) to all units, assigned or attached, of the army.

b. For functional purposes the medical supply depot is subdivided into a depot headquarters detachment, a base platoon, and an advanced depot platoon. (See T/O 8-661 and app. I.)

5. Depot headquarters detachment.—The depot headquarters detachment consists of a depot headquarters section and a depot general supply and transportation section.

a. Depot headquarters section.—This section furnishes enlisted assistance for the execution of purely unit functions, such as operation of the headquarters, the personnel section, and the mess.

b. Depot general supply and transportation section.—This section operates the unit supply and the integral motor transport of the unit, furnishing first and second echelon motor maintenance for this transportation.

6. Base platoon.—The base platoon consists of an optical repair section and a base depot section.

a. Optical repair section.—This section makes such repairs and adjustments of all optical items of medical supply as can reasonably be performed in the field with the available equipment. It is established in the warehouse and remains with the base platoon.

b. Base depot section.—This section, which normally operates the main (base) depot, is charged with all functions of procurement, storage, and issue of medical supplies. To facilitate operations it is divided into administrative, general repair, and supply subsections.

(1) *Administrative subsection.*—This subsection operates the office of the base depot section. Administrative personnel, usually one

officer with the requisite enlisted clerical assistance, are from the base depot section. The subsection performs the following special functions:

(a) Initiates procurement by requisition or purchase order of all medical supplies not furnished automatically.

(b) Prepares and renders, as required by higher authority, those reports and returns peculiar to a supply depot, such as inventory of supplies on hand, report of expenditures, and estimates of future requirements.

(c) Reports to higher supply echelons any information received from consuming units regarding the suitability and serviceability of medical supply items, especially those of a type not previously field tested. Such reports, whether favorable or unfavorable, are of tremendous aid to the purchasing divisions of higher supply echelons.

(d) Maintains the depot stock record account.

(e) Furnishes clerical aid to the supply subsection in the preparation of receiving reports, shipping tickets, warehouse reports, reports of inventory, and related records and returns.

(2) *General repair subsection.*—This subsection repairs, within the limits of its capabilities, all items of supply, other than optical, damaged en route to, while in storage in, or subsequent to issue from the depot.

(3) *Supply subsection.*—This subsection is charged with all those aspects of procurement, storage, and issue of medical supplies not specifically delegated to the other subsections of the base depot section or the optical repair section. It is responsible for the preparation of all storeroom records, reports, and returns, in which function it receives necessary assistance from the administrative subsection. Efficiency in the handling of medical supplies is increased by dividing the subsection into two functional groups, as follows:

(a) *Receipt and storage group.*—This group, placed in that section of the depot adjacent to the incoming carrier (rail, boat, or motor vehicle), receives all supplies consigned to the depot, checks all items against the packer's list, and stores such supplies in a manner designed to facilitate their issue.

(b) *Issue group.*—This group receives requisitions, memoranda, or authorized requests for supplies; removes from storage, packs and segregates the orders, and loads supplies on the transport sent to the depot by the consuming units. It, or the administrative subsection from information submitted by this group, prepares invoices for the outgoing supplies, shipping tickets, or obtains informal receipts from the receiving agencies.

7. Advanced depot platoon.—*a.* The advanced depot platoon will, under certain conditions, establish one or two auxiliary (section) depots to supplement the activities of the base depot. Each section depot has its complement of officers, enlisted men, vehicles, tentage, provisions for mess, and 3 days' supplies. Each section is set up to function independently from the standpoint of housekeeping.

b. Functional groups within an auxiliary (section) depot are limited to the following: records, storage and issue, and mess groups. No sharp delineation of activities is possible, as all personnel perform such duties as the situation demands.

c. When the use of supply points or section depots is not indicated, the advanced depot platoon personnel are assigned according to their respective grades and qualifications to assist the base platoon.

8. Equipment.—*a. Individual.*—See T/BA No. 21.

b. Organizational.—See T/BA No. 8.

c. Transport.—The unit transport enables the section to furnish transportation for the staff officers in the exercise of their functions, for hauling unit supplies, for messenger service, for movement of the optical repair section equipment, and in emergencies for the rapid transport of limited amounts of medical supplies to or from the depot. It may also be used to transport a detachment with a limited amount of supplies to the proposed site for a new location of a depot. It is insufficient to move the complete unit, including organizational equipment and the depot, at one time; if movement is to be made by truck, it is necessary to request that additional transportation be assigned by army headquarters.

SECTION III

PERSONNEL

	Paragraph
Officers, duties and qualifications.....	9
Enlisted men, duties and training qualifications.....	10

9. Officers, duties and qualifications.—*a. Commanding officer.*—(1) The unit is commanded by the senior officer of the Medical Department (except Dental Corps) assigned thereto and present for duty. The commanding officer of the army medical supply depot is also the army medical supply officer. (See FM 8-10.)

(2) The unit commander is an officer with prior training and experience in the various phases of medical supply functions. He is responsible to the army commander for the proper function of the unit and may be called upon by the army surgeon to furnish such

DEC 30 '42

technical reports as are necessary to insure the proper execution of the plans of the army commander.

b. Executive officer.—The executive officer, in addition to the duties outlined in FM 101-5, is commander of the base platoon and as such is usually the accountable officer for Medical Department property, maintaining the depot stock record account. He may, however, designate another officer as the accountable officer.

c. Adjutant.—The adjutant is an officer of the Medical Department (corps immaterial) who is charged with the conduct of all administration of the unit, except that pertaining to supply and maintenance of equipment. In addition to those duties outlined in FM 101-5, he may be designated unit personnel officer.

d. Unit supply officer.—The unit supply officer is responsible for the procurement and issue of unit supplies and equipment. In addition he may be designated detachment commander and mess officer.

e. Dental and veterinary assistants.—Two officers, one each from the Dental Corps and the Veterinary Corps, act as assistants to the unit commander on matters pertaining to their respective corps. They must supervise the requisition and distribution of their particular supplies, this service being especially valuable when necessity demands local procurement by purchase of dental and veterinary supplies.

10. Enlisted men, duties and training qualifications.—Training should be conducted in accordance with policies as directed in FM 21-5 and existing Mobilization Training Programs, including Mobilization Training Program 8-1 for basic training. It is desirable that specialists attain the standards listed as follows:

a. Carpenter, construction.—Trained in the general functions of carpentry such as shed construction and repair, erection of shelving, interpretation of rough drawings and sketches, concrete form work, and the mixing and pouring of concrete and repair of appropriate items of medical supply. Prior experience in carpentry and a natural aptitude for using tools are highly desirable. Aptitude tests for the latter are essential and should be used, especially if the individual does not already possess a successful trade record.

b. Clerk.—(1) *Chief.*—Trained in the preparation and maintenance of all supply reports, records, and returns utilized in operation of the depot.

(2) *General.*—Trained in general clerical work and in preparation of simple records and returns pertaining to medical supplies.

(3) *Record.*—Trained in maintenance of stock record accounts (numbering and filing of vouchers, arrangement and posting of

stock record cards, etc.), and other supply records applicable to unit or depot needs.

(4) *Stock*.—Trained in the arrangement, storage, care, and issue of medical supplies, and keeping of stockroom records. A high degree of familiarity with items and classes of medical supplies must be attained to facilitate checking incoming shipments, rapid filling and checking of issues to consuming units.

(5) *Stock (shipping)*.—Trained in the accomplishment of shipping tickets, invoices, and similar forms.

(6) *Supply*.—Trained generally as a clerk and has experience in the technique of general and medical supply. This includes familiarity with nomenclature of items, classes of supply, and all supply forms.

c. Engineer, power house.—Trained in erection and handling of small power and electric plants, operation and repair of generators and motors, charging, operating, and maintenance of storage batteries, and the wiring necessary to connect motors with other electrical equipment.

d. Instrument repair.—Trained in the care, handling, and repair of all types of Medical Department instruments. Experience gained in factory or laboratory manufacturing or in repairing surgical instruments prior to entry into the service is very desirable.

e. Optical technician.—Training in cutting and edging, and frame repairing and fitting.

f. Shipping packer.—Trained in the proper methods of packing, boxing, and crating of medical supplies with emphasis on economy of space, segregation of items by class wherever possible, and precautions necessary to minimize the likelihood of damage to items while in transit.

g. Technician, X-ray.—Trained in the operation, handling, and care of X-ray machines and their accessories, the necessary precaution against injury to himself and others because of the X-ray and X-ray machines, the assembly, installation, repair, and adjustment of X-ray machines and the handling and care of X-ray plates and screens. Whenever possible, this training is acquired at appropriate service schools.

h. Warehouseman and assistant warehouseman.—Trained in the storage, care, and issue of medical supplies. One individual should also be trained in the field of veterinary supplies and the other in the field of dental supplies.

i. Additional.—In addition to the specialists listed above, the following common specialists should be qualified for duties as listed in

AR 615-26: Bugler, chauffeur, cook, dispatcher, machinist (general), automobile mechanic, mess sergeant, motor transportation noncommissioned officer, supply noncommissioned officer, telephone operator, and typist.

SECTION IV

EMPLOYMENT AND OPERATIONS

	Paragraph
General.....	11
Base depots.....	12
Auxiliary (section) depots.....	13
Supply activities.....	14
Movement.....	15
Warehousing.....	16

11. General.—The unit ordinarily establishes and operates a base depot, but it may operate in addition one or more auxiliary (section) depots.

12. Base depots.—The base depot, which consists of the depot headquarters detachment and the base platoon, is located in the army service area or near the rear boundary of the service command, and preferably in the vicinity of a railhead. It is desirable that both road and railroad siding facilities be available. If practicable, in locating the depot, after designation of a general location of the depot, the unit commander with his staff and certain key enlisted personnel proceed to the site and survey the accommodations. Decision is made as to the utilization of existing shelter, and arrangements are made with the army engineers for repairs, alterations, or any necessary new construction, including enlargement or installation of railroad siding facilities.

13. Auxiliary (section) depots.—Under certain conditions, a medical supply unit may establish one or two auxiliary (section) depots to supplement the main (base) depot. Such auxiliary (section) depots are established by the advanced depot platoon in service commands to facilitate deliveries to corps troops. The general location will be designated by the army surgeon. These section depots establish temporary installations, known as supply points, which follow movements of corps troops. It is suggested that they be located well in advance of the base depot and in the general vicinity of the evacuation hospitals, which are the principal consumers of medical supplies. In addition, a section of the advance depot platoon may at times be detached to serve an independent corps, in which function it acts as a separate medical supply depot, procuring supplies direct from a designated communications zone depot.

14. Supply activities.—*a. Procurement.*—Depot supplies are procured from the next higher medical supply echelon, usually in the communications zone, by one of the following methods:

(1) Automatically, wherein a flow of supplies to the army depot based on the average expenditures is initiated by the depots of the higher echelons in an effort to keep the stock of the army depot at the prescribed level.

(2) By formal requisition which must be approved by a higher echelon.

(3) In emergencies, by informal request which must also receive the approval of a higher echelon.

(4) By drawing upon depot credits established by higher echelons. Requisitions against credits require no individual approval. When exhausted, credits must be renewed, or other means of supply substituted. The credit system is invoked by the higher echelons when there is a shortage in some item or items within the theater of operations, and assures an equable distribution of the supply on hand.

b. Maintenance of stocks.—(1) The depots, according to the policy established by the chief surgeon, endeavor to maintain a stock calculated to supply the army units for a definite period of time, usually 10 days. The actual level maintained will depend upon the type of operations and the many factors influencing the receipt and utilization of supplies. In addition, complete sets of equipment for the attached medical units are stocked. Usually the army depot does not stock complete sets of organizational equipment for larger medical units.

(2) The auxiliary (section) depot ordinarily maintains stock levels sufficient only for a period of 3 days.

c. Stock record account.—Ordinarily, regardless of whether the unit is operating one, two, or three installations, only one stock record account is maintained. The exception is that when a section depot is serving an independent corps, procurement is made direct from a designated communications zone depot. In situations other than combat, accomplished shipping tickets become vouchers for dropping from accountability all items issued. Under combat conditions, such records as hand receipts may become sufficient authority for relief from accountability.

d. Issue.—The issue of medical supplies by the depot is accomplished by one of the following methods:

(1) At the depot, either directly to subordinate supply officers who bring their own transport, or by shipment by common carrier to the railheads of divisions and corps.

(2) By arranging with the higher supply echelon and the regulating officer for a carload shipment destined for one establishment, such as an evacuation hospital, to be sent direct to a railhead adjacent to such establishment. On depot records, such shipments are handled as though they had actually passed through the depot.

(3) In emergencies, by delivering the supplies on unit transport directly to the consuming agency.

e. Repair.—Items damaged en route to the depot are transferred to the optical repair section or the general repair subsection as soon as the damage is discovered by the base depot section. Items damaged after issue are returned to the depot, usually on the transport of subordinate medical supply officers, and transferred to the optical repair section or the general repair subsection. All items received for repair are disposed of in one of the following ways:

(1) Repaired and returned to the base depot section stocks.

(2) Repaired and returned to the supply officer requesting such repair.

(3) Reported to the depot office as nonsalvageable and being held for survey (if such formality is necessary).

(4) Returned to higher supply echelon for disposition.

15. Movement.—A displacement of the depot in its entirety disrupts its functional capacity. Movement is accomplished as follows:

a. A portion of the unit transported by common carrier or trucks furnished by the higher echelon, proceeds to the new location, carrying with it a varying amount of the more critical items of supply. Upon arrival it lays out the new depot in skeleton fashion and initiates a limited operation.

b. The main portion of the unit continues operation of the old depot until a designated time and date when it packs the remaining organizational equipment and supply stock and moves to the new location.

c. In the meantime, through arrangements with the higher supply echelon and the regulating station, all incoming shipments are routed to the new depot. Thus continuous operation is permitted and the logistical problem is minimized.

d. When the bulk of the depot supplies and the unit equipment arrives by rail or truck transport, the unit commander informs the appropriate commissioned and enlisted personnel of the location of the various departments. Each functional group (section) then proceeds with the unloading of its particular equipment and the establishment of its department with the least possible delay. All possible aid is furnished the base platoon in unloading depot supplies.

16. Warehousing.—*a. General.*—The large quantities of medical supplies required for an army must be so stored as to facilitate their issue under the local warehousing conditions. Systematic storing and traffic conditions are of primary importance. Supplies may be stored in a warehouse, under tentage, and certain items outside, covered by paulins. Available space, physical characteristics, climatic conditions, transportation, location of stock with reference to transportation, material to be handled, and handling equipment should be considered.

b. Base depot.—(1) *Warehouse.*—(*a*) In the ideal situation the depot is established in permanent or semipermanent buildings. Canvas (tents or paulins) is authorized only when absolutely necessary. Theoretically, the depot requires two buildings (existing or constructed), one of the large warehouse type and one smaller, preferably adjacent to the former.

(*b*) A suggested arrangement of the depot within the larger building is as follows: in one end of the building establish the depot office (administrative subsection); adjacent to the office and occupying the bulk of the central portion of the building, store the supplies (base depot section); in the remainder of the building, place the optical repair section and the general repair subsection. This building should have on one side a railroad siding, a dock, or a suitable approach for motor vehicles; on the other, a motor road.

(*c*) The second building houses the mess, the unit supply, and the transportation office. At the discretion of the unit commander the headquarters may be established in this smaller building or be combined with the depot office. The former location is to be preferred, for it helps to distinguish between unit administration and depot administration.

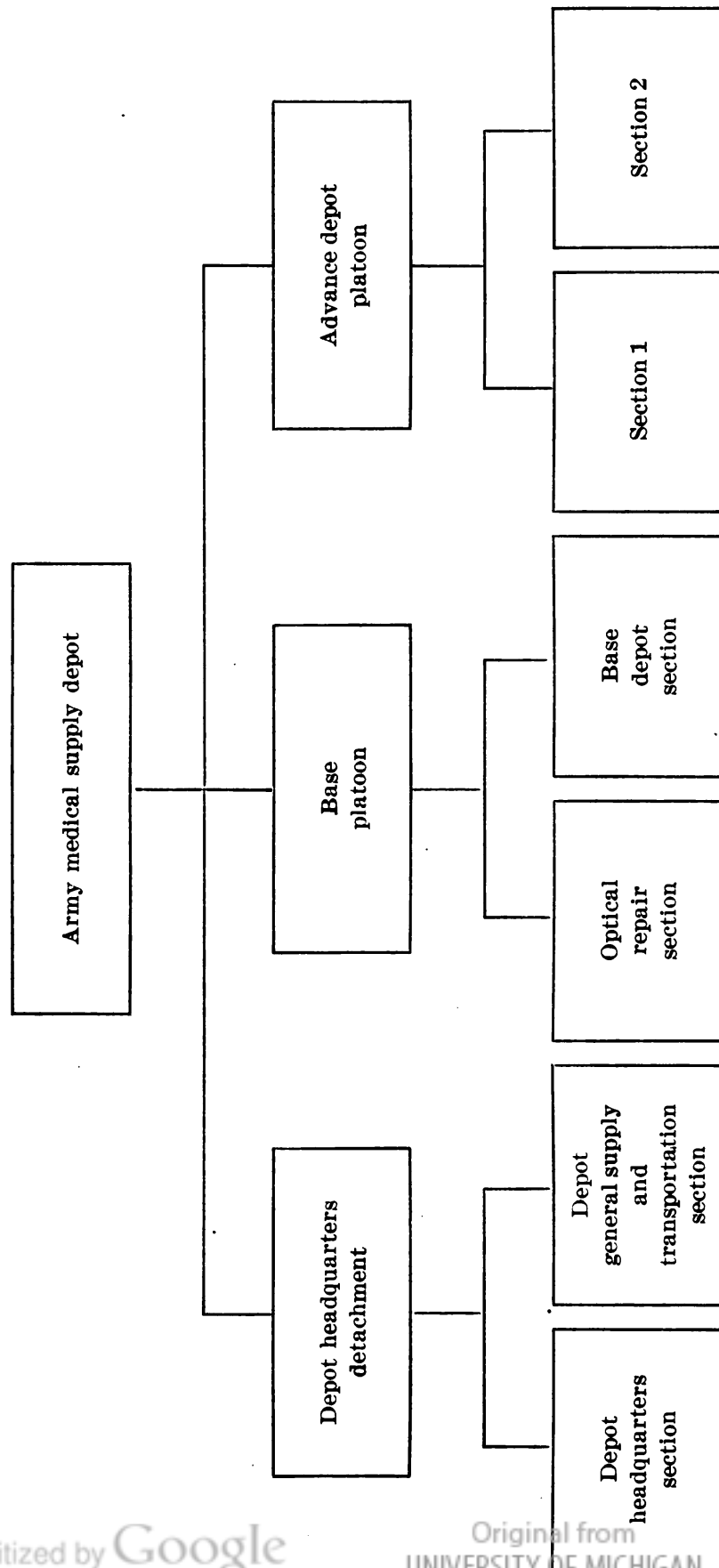
(2) *Tentage.*—If supplies are to be stored under tentage, label each tent with the Medical Department Supply Catalog number applicable for the supplies located therein, for example, class 1, 2, or 3, etc. Provide for a dry foundation and for ventilation. Use any available material, such as duckboards, cordwood, logs, or stones.

(3) *Paulins.*—If any of the supplies are to be stored outside under paulins, provide a platform for the supplies, lash in place the top or side covering, and label the stock.

(4) *Auxiliary (section) depot.*—Although there is no conventional arrangement of an auxiliary (section) depot, such parts of the base depot plan as apply are suggested for the advanced section depot. Existing shelter at the designated site is utilized to the best advantage. Canvas is utilized when necessary.

ARMY MEDICAL SUPPLY DEPOT

APPENDIX I
FUNCTIONAL CHART (T/O 8-661)



MEDICAL DEPARTMENT

APPENDIX II.—SUGGESTED SUBJECTS TO BE INCLUDED IN OFFICERS' TRAINING

Subject	Number of hours	Scope of subject	References
1. Orientation	2	a. Medical supply service in the corps and army b. Medical supply depot, army	Sec. VI, ch. 11, FM 8-10. Ch. 11, FM 8-5; FM 8-55; par. 30, FM 101-10.
2. Definitions	2	a. Organizational or unit supply b. Medical Department stock or property c. Medical Department Supply Catalog—Classes 1-9	AR 35-6520. AR 40-1705. Medical Department Supply Catalog.
3. Organizational or unit supply.	(2) 4	a. Composition of organizational or unit supplies and equipment; requisitions; property records; forms. b. Clothing: allowances, accounts, care, and disposition; process of drawing clothing, entries, initialing of record, etc. c. "Accountable" and/or "responsible" officer d. Supply officer; supply sergeant	AR 35-6520; AR 35-6540; appendices I and II, TM 10-310. AR 615-40; AR 35-6560; AR 35-6680; par. 24, and appendices I and II, TM 10-310. AR 35-6520; AR 35-6540. AR 35-6520; AR 40-1705; AR 700-10.
	(2)	e. Table of Basic Allowances; Table of Organization; Medical Department Equipment List. f. Memorandum receipt, property (W. D., Q. M. C. Forms 487 and 488.)	T/BA 8; T/O 8-661.
4. Medical Department stock or property.	(2) 4	a. Medical supplies: supply depots, procurement of medical supplies and equipment, requisitions, channels, reports, records, units served. b. Requisition of supplies for medical supply depot c. Requisition of supplies for hospital units d. Forms used; applicatory exercises	AR 35-6520; AR 35-6540; AR 35-6720; TM 10-310. AR 35-6540; AR 40-1705; pars. 360 and 370, FM 8-5; TM 10-310. AR 40-1705; AR 700-10. AR 40-1705. AR 35-6720; AR 40-1705; AR 700-10.

ARMY MEDICAL SUPPLY DEPOT

5. Additional forms for handling supplies.	2	a. Checking upon acceptance: receiving report and shipping ticket (W. D., Q. M. C. Form No. 431 and No. 434); purpose, explanation of each item or line, number and distribution of copies, etc. b. Report of survey (W. D., Q. M. C. Form No. 15): purpose, etc. c. Inventory and inspection report (W. D., I. G. D. Form No. 1): purpose, etc. d. Over, short, and damaged report (W. D., Q. M. C. Form 445): purpose, etc. e. Stock record card or sheet (W. D., Q. M. C. Form No. 423 or No. 424): purpose, etc.	AR 35-6560; AR 35-6720; TM 10-310 (also references for 5 b, c, d, and e).
6. Medical supply depot, army, mobile.	(1) 6	a. Position in combat zone (including one or two auxiliary (section) depots).	AR 35-6640; AR 35-6720.
(1)	(1)	b. Personnel and organizational equipment----- c. Equipment and supplies of medical supply depot, army; number of days of supply, cubage, weight.	AR 20-35; AR 35-6720.
(4)	(4)	d. Procedures in a medical supply depot, army: (1) Receipt of supplies. (2) Shipment of supplies. (3) Requisition editing and consolidating, back orders, bill of lading, credits, packer's list, reports and surveys, shipping ticket, etc.	AR 35-6560; AR 35-6640; AR 35-6720. AR 35-6520; AR 35-6560; AR 35-6720. Ch. 11, FM 8-5; FM 8-10; par. 30, FM 101-10; FS 8-14 (Organization of the Field Army). T/O 8-661; T/BA 8. T/BA 8; par. 370 b and c, FM 8-5; FM 8-10. TM 10-250; TM 10-310; Special Text No. 140 and No. 144, Q. M. C.
7. Medical supply depot, communications zone, immobile.	2	a. Position in communications zone----- b. Personnel and organizational equipment----- c. Equipment and supplies of medical supply depot, communications zone; number of days of supply, cubage, weight. d. Procedures in a medical supply depot, communications zone: Discussion of similarity to 6 c and d; explain variations because of location, etc.	Ch. 11, FM 8-5; par. 30, FM 101-10. T/O 8-661; T/BA 8. T/BA 8. See references for 6 c and d.

APPENDIX II.—SUGGESTED SUBJECTS TO BE INCLUDED IN OFFICERS' TRAINING—Continued.

Subject	Number of hours	Scope of subject	References
8. Purchase orders, zone of interior.	1	<i>a.</i> Discussion of forms: (1) Standard Government Short Form Contract (Invitation, Bid, Acceptance) (Standard Form No. 33). (2) Abstract of Agreement (Standard Form No. 1036). (3) Abstract of Bids (W. D., Form No. 14). (4) Purchase Order (W. D., Q. M. C. Form No. 308). (5) Public Voucher for Purchases, and Services other than Personal (Standard Form No. 1034 and No. 1034a). (6) Receiving Report (W. D., Q. M. C. Form No. 431).	AR 5-360; War Department Procurement; Regulations; AR 35-6560; AR 40-1705; par. 8, TM 10-310.
9. Army Supply Service and Navy Bureau of Supplies.	1	<i>b.</i> Applicatory exercises. <i>a.</i> Similarity between Army Supply Service and Navy Bureau of Supplies. Army Industrial College Course for 1937-38.	AR 350-110; Army Industrial College Course, 1937-38.
10. Nonstandard purchases.	1	<i>a.</i> Authority, reasons for various kinds, availability-----	AR 35-6540; AR 40-1705; pars. 313-318, TM 8-220; par. 15, TM 10-250.
11. Medical Department items.	1	<i>a.</i> Supplies, unit assemblage, unit of equipment----- <i>b.</i> Requisitions: kinds, channels, data required, etc----- <i>c.</i> "Original package"----- <i>d.</i> Terms: dunnage, item, lot, stack (stack cards), unit, etc----- <i>a.</i> Observe similarities and dissimilarities to a field medical supply depot.	AR 700-10. AR 40-1705. AR 35-6560. Par. 27, TM 10-250. AR 35-6520.
12. Post medical supply.	1	<i>a.</i> Observe similarities and dissimilarities to a field medical supply depot.	
13. General supply depot.	2	<i>a.</i> Study sections: receiving, storage, packing, shipping, clerical; forms used.	AR 35-6520; AR 700-10; chs. 2 and 4, FM 100-10.

ARMY MEDICAL SUPPLY DEPOT

14. Medical supply officer in a hospital, duties.	(1) 2	a. Obtaining medical supplies in mobile hospitals: per type army, evacuation, 10; surgical, 4; convalescent, 1.	T/BA 8; T/O 8-580; T/O 8-570; T/O 8-590; ch. 9, FM 8-5; par. 30, FM 101-10.
(1)		b. Requisition of maintenance supplies, including medical, dental, veterinary, mess, etc.; maintenance of Medical Department property; keeping supply records; making surveys.	AR 30-2145; AR 35-6520; AR 35-6800; AR 310-60; AR 40-215; AR 40-590; AR 40-1705; AR 700-10; Cir. Let. No. 1, S. G. O., 1940; sec. V, ch. 2, and appendix IV, TM 8-260.
15. Transportation	(2) 4	a. Number of vehicles in a medical supply depot, army	T/BA 8; AR 850-10; AR 850-15; AR 850-18; AR 850-20.
		b. Maintenance, inspections, training	AR 850-15; FM 25-10; TM 10-545; W. D. Cir. 1-10, O. Q. M. G.
		c. Motor transport personnel training	FM 25-10; FS 10-43 (The Motor Vehicle); TF 11-228 (The Motor Vehicle Driver).
		d. Standard Form No. 26 (Driver's Report—Accident, Motor Transportation); other forms.	AR 850-15; FM 25-10.
(2)		e. Maps, map reading, symbols, conventional signs; use of compass.	AR 300-15; FM 21-25; FM 21-30; FM 30-20.
16. Dental service	1	a. Dental supplies; dental surveys of enlisted men; dental equipment; Dental Classifications: I, II, III, and IV.	AR 40-15; AR 40-510; AR 40-590; AR 40-1705; TM 8-405.

MEDICAL DEPARTMENT

APPENDIX II.—SUGGESTED SUBJECTS TO BE INCLUDED IN OFFICERS' TRAINING—Continued.

Subject	Number of hours	Scope of subject	References
17. Inspections, sanitary.	2	a. The report of sick and wounded (W. D., M. D. Form No. 51). b. Military hygiene and sanitation: responsibility, supervision, instruction, shoes, barbers, water, foods, kitchens, mess halls, garbage, excreta, housing of troops, insects, communicable diseases, immunization, mean strength of the command, etc.	AR 40-1025. AR 40-205; AR 40-270; AR 40-310; FM 8-40; FM 21-10; Army Medical Bulletin No. 23; TF 8-155 (Personal Hygiene); FS 8-1 or FS 8-11 (Field Sanitary Devices); FS 8-3 or FS 8-9 (Water Supply); FS 8-5 or FS 8-12 (Control of Insect-borne Diseases); FS 8-7 (First Aid); FS 8-13 (Sanitary Inspection); FS 3-1 (Defense Against Chemical Attack); TF 3-216 (Adjustment of the Service Gas Mask). AR 40-205; FM 8-40. AR 40-205; FM 8-40. AR 40-205; TM 10-205; sec. IV, ch. 6, TM 8-220; FS 8-4 or FS 8-10 (Food Control). AR 40-205; ch. 8, TM 8-220; AR 40-2150. AR 30-2210; AR 40-225. AR 40-205; AR 40-2185; TM 10-205.
18. Inspections, mess.	4	a. Equipment (field) and maintenance. b. Regulations for mess inspection (what to look for). c. Mess management. d. Meat, poultry, dairy products, cured and canned meats, sausages, eggs, and fish; use in the field. Visit to storage plant. e. Rations: what not to feed in the field; prevention of diarrheas. f. Waste in the mess. Methods of preparing food; methods of refrigeration; methods of feeding (dishing out food).	

ARMY MEDICAL SUPPLY DEPOT

19. Inspections, kit-chens.	1	a. Establish routine inspection tour: condition of iceboxes, knives, saws, cleavers, tables, racks, cloths (dry rack), mops (outside), milk bottles (washed), personnel cleanliness, etc.	AR 40-205; AR 40-270; AR 40-2185; FM 8-40.
20. Inspections, barracks or tents.	1	a. Inspect three times per week: arrangement of beds, cubicles, racks, air (night special also), cubic space; condition of bedding, clothing, equipment (Saturday); latrine: bowls (wash and toilet), mirrors, foot-baths, showers, urinals; brooms, mops. Award banner to best barracks.	AR 40-205; AR 40-270; FM 8-40; FS 8-2 (Communicable Disease Control); FS 8-8 (Military Epidemiology).
21. Inspections, venereal.	1	a. Method of inspection and check of men.----- b. Excused list; married noncommissioned officers----- c. Cooks, bakers, food handlers: every week for sore throat, mucous patches, clean hands, short nails, short haircuts, etc. d. Barbers: same as 21c (monthly); also AR published Certificate of Health Card.	AR 40-235; FM 8-40; FS 8-6 (Venereal Disease Control); TF 8-154 (Sex Hygiene). AR 615-250. AR 40-205.
22. Recreation and morale.	1	a. Provide as much of the following as possible: impartial treatment of all personnel; participation by all personnel; musical instruments, games, volley ball court, pool tables, etc; availability of vehicles for conveyance of individuals attending schools; rewards for extra work and effort to attain some particular art; request no one to do something one would not do himself.	AR 40-205. AR 15-5; AR 210-50; AR 210-65; AR 210-10; AR 210-390.
23. Training management.	1	a. Discuss training management: objectives, methods, individuals, units, equipment, programs, schedules, instructors, etc.	AR 615-26; FM 21-5; sec. II, app. II, FM 8-5.

APPENDIX II.—SUGGESTED SUBJECTS TO BE INCLUDED IN OFFICERS' TRAINING—Continued.

Subject	Number of hours	Scope of subject	References
24. References-----	1	a. Index to Army Regulations----- b. List of Publications for Training, Including Training Films and Film Strips. c. Field and Technical Manuals: (1) Mobile Units of the Medical Department----- (2) Medical Service of Field Units----- (3) Field Sanitation----- (4) Medical Field Manual—Reference Data----- (5) Medical Department Soldier's Handbook----- (6) Fixed Hospitals of the Medical Department----- (7) Treatment of Casualties from Chemical Agents----- (8) Dental Administration----- (9) Mess Management----- (10) Storage and Issue----- (11) Property Accounting----- (12) Motor Transport Inspections----- (13) Administration----- (14) Military Training----- (15) Military Sanitation and First Aid----- (16) Elementary Map and Aerial Photograph Reading----- (17) Conventional Signs, Military Symbols, and Abbreviations. (18) Defense Against Chemical Attack----- (19) Motor Transport----- (20) Military Maps----- (21) Field Service Regulations, Operations----- (22) Field Service Regulations, Administration-----	AR 1-5. FM 21-6. FM 8-5. FM 8-10. FM 8-40. FM 8-55. TM 8-220. TM 8-260. TM 8-285. TM 8-405. TM 10-205. TM 10-250. TM 10-310. TM 10-545. TM 12-250. FM 21-5. FM 21-10. FM 21-25. FM 21-30. FM 21-40. FM 25-10. FM 30-20. FM 100-5. FM 100-10.

ARMY MEDICAL SUPPLY DEPOT

(23) Field Service Regulations, Larger Units-----	FM 100-15.
(24) The Staff and Combat Orders-----	FM 101-5.
(25) Organizational, Technical, and Logistical Data-----	FM 101-10.
d. Bulletins, Catalogs, Circulars, Courses:	
(1) Army Industrial College Course, 1937-38.	
(2) Army Medical Bulletin No. 23 (Preventive Medicine).	
(3) Medical Department Supply Catalog.	
(4) S. G. O. Circular Letter No. 1, 1940.	
(5) W. D. Circular 1-10, O. Q. M. G.	
e. Army Regulations for Army and Medical Department Supplies:	
Payment under Contracts, Formal and Informal-----	AR 35-6040.
General Provisions-----	AR 35-5.
Agent Officers-----	AR 35-320.
Appropriations, General-----	AR 35-740.
Proceeds of Sales and Collections which Must Be Deposited to the Credit of the Treasurer of the United States.	AR 35-780.
Proceeds of Sales which Remain Available for Expenditure-----	
Fiscal Procedure; General-----	AR 35-800.
Fiscal Features of Procurements between Supply Services-----	AR 35-840.
Fiscal Features of Interdepartmental Procurements-----	AR 35-860.
Settlement of Accounts between Departments and Supply Services, and Sales to Personnel Thereof.	AR 35-880.
Property Accountability and Responsibility-----	AR 35-900.
Requisitioning Property-----	AR 35-6520.
Receipt, Shipment, and Issue of Property-----	AR 35-6540.
Expendable Property-----	AR 35-6560.
Lost, Destroyed, Damaged, or Unserviceable Property-----	AR 35-6620.
Transfers of Property Accountability-----	AR 35-6640.
	AR 35-6680.

APPENDIX II.—SUGGESTED SUBJECTS TO BE INCLUDED IN OFFICERS' TRAINING—Continued.

Subject	Number of hours	Scope of subject	References
24. References—Continued.		Property Records----- Blank Forms Pertaining to Property Accounting----- Auditing Property Accounts----- Marking of Clothing, Equipment, Vehicles, and Property----- Transportation of Supplies----- Transportation of Supplies, Property, and Mail on Transports----- Salvage Activities, General----- Unserviceable Property, Including Waste Material----- Medical Supplies----- Storage and Issue----- f. War Department Procurement Regulations: General Instructions----- Negotiated Purchases----- Contracts----- Bonds and Insurance----- Foreign Purchases-----	AR 35-6700. AR 35-6720. AR 35-6740. AR 850-5. AR 30-955. AR 30-1255. AR 30-2110. AR 30-2145. AR 40-1705. AR 700-10. PR 1. PR 2. PR 3. PR 4. PR 5.
Total for course-----	48		

[A. G. 062.11 (5-26-42).]

OFFICIAL:

J. A. ULIO,
*Major General,
 The Adjutant General.*

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

DISTRIBUTION:

R 8 (2) ; Bn 8 (2) ; D 8 (5) ; B 8 (2) ; SH (1) ; M (2) ; C 8 (2). (For explanation of symbols see FM 21-6.)

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